



Town of Southampton

116 Hampton Road
Southampton, NY 11968

DEPARTMENT OF LAND MANAGEMENT
BUILDING AND ZONING DIVISION

KYLE P. COLLINS, AICP
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

Telephone 631 287-5700
Fax 631 287-5754

APPLICATION TO AMEND BUILDING PERMIT

NOTE: First Amendment is \$50.00

**Additional \$50.00 is added to fee for each new amendment,
plus cost for additional proposed work**

Instructions:

1. Fill out the attached application in its entirety. Sign and have notarized.
2. Submit 2 copies (3 for commercial) of amended building plans to principal structure.
3. If footprint of the principal structure is being amended, the survey or site plan must reflect the change.
4. If contractor performing the work is being changed, a notarized letter from the property owner stating the change must be submitted, along with a copy of the new contractor's Workman's Compensation Insurance.
5. Submit amendment fee, in addition to any fees associated with additional work. Checks must be made out to the Town of Southampton
6. Other: _____

APPLICATION TO AMEND BUILDING PERMIT

\$50.00 Fee for First Amendment,
Increase in \$50.00 Increments for Each Additional Amendment

Town of Southampton
116 Hampton Road, Southampton, NY 11968
(631) 287-5700

ADDITIONAL WORK FEE: \$ _____
 AMENDMENT FEE: \$ _____

TOTAL FEE DUE: \$ _____
(amendment fee plus additional work fee)

BUILDING PERMIT #: _____ DATE: _____

SCTM NUMBER: _____ - _____ - _____ - _____ - _____

NAME OF PROPERTY OWNER: _____

NAME OF APPLICANT: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

PHONE NUMBER: (_____) _____

NAME OF CONTRACTOR: _____

MAILING ADDRESS: _____

PHONE NUMBER: (_____) _____

Amended Description of Proposed Work: _____

New, Total Area of Proposed Construction:

Main Fl _____ sq.ft. 2nd Fl _____ sq.ft. Mezzanine _____ sq.ft. Finished Basement-est.cost _____
 Garage-1st Fl. _____ sq.ft. 2nd Fl. _____ Accessory Bldg.-1st Fl. _____ sq.ft. 2nd Fl. _____ sq.ft.
 Alteration-est. cost _____ Demolition-est. cost _____ Swim Pool _____ Tennis Ct. _____
 Porch _____ sq.ft. Deck _____ sq.ft. Fence-est. cost _____ Plumbing Fixtures Count _____
 Other _____

Total Fee for All Work Proposed: _____

If Description of Proposed Work is the same, state specific amendments being made (i.e. floor plan, room sizes, additional bathrooms, etc): _____

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APPLICATION IS HEREBY MADE to the Building Division as per Chapter 123 of the Code of the Town of Southampton.

County of Suffolk)
 State of New York)

_____ being duly sworn deposes and says that he/she is the applicant/owner/agent for subject property and is authorized by the owner and operator to have said work performed and to file this application; and that all statements contained in this application are true to the best of his/her knowledge and belief.

Sworn to before me this _____ day of _____ 20____

 Original Owner Signature

 Original Notary Signature And Seal

 Original Applicant/Agent Signature